Assigning Professional Learning

SCLead.org has incorporated Professional Learning content from Edivate. Content is available for all educators and principals. The content is organized into three categories: general content, content aligned with the SCTS 4.0 rubric and content aligned to PADEPP Standards. The Professional Learning videos can be assigned by the evaluator or self-assigned by the educator or principal who seek their own professional growth. Professional Learning can be assigned in multiple ways: The Learning section of the educator's profile, the student growth section of the evaluation or in the post conference section of an observation. The Professional Learning video can be previewed before it is assigned to the educator.

This guide will review the three ways to assign Professional Learning videos to educators (to include principals). The steps can also be used by a principal or educator to self-assign professional learning.

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Assigning a Professional Learning Video from an Educator's Profile

The educator, the Superintendent, ADEPT administrator or Principal can assign professional learning in the educator's profile. For a principal, the Superintendent or PADEPP administrator can assign professional learning in the principal's profile.

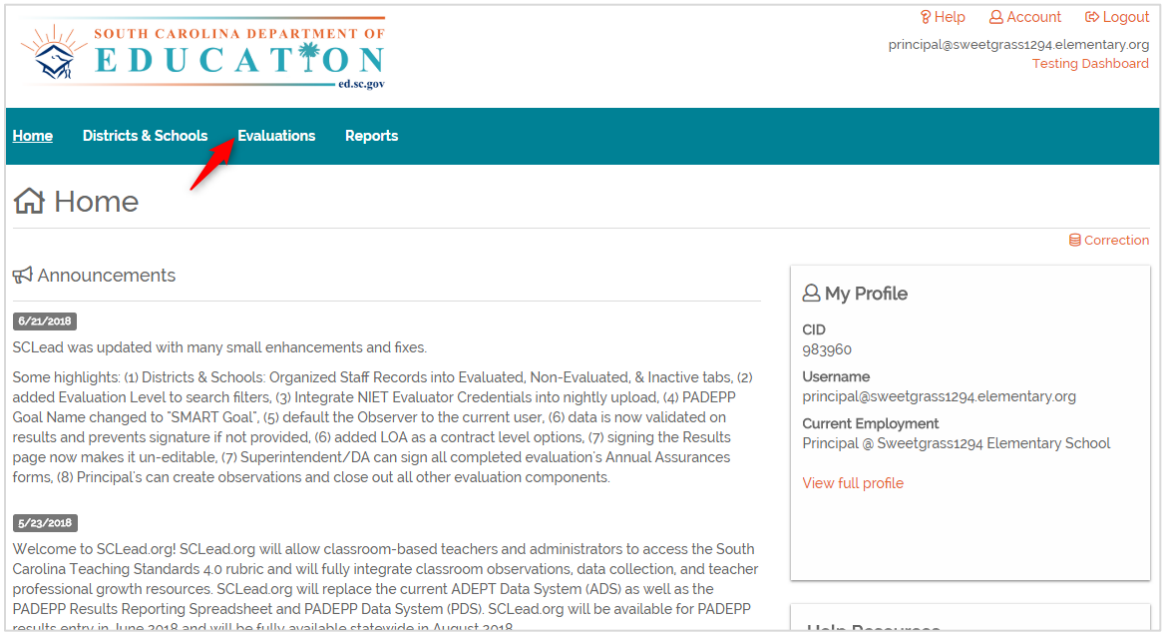
Note: *Access to an educator's profile is limited to the educator, Superintendents, ADEPT administrators, and principals. Other roles serving as an evaluator would need to assign professional learning within the educator's evaluation. The educator's profile can be accessed in multiple ways: under staff list, the evaluation tab, or educator's own homepage.*

This guide shows steps to access Professional Learning under Evaluations Tab.

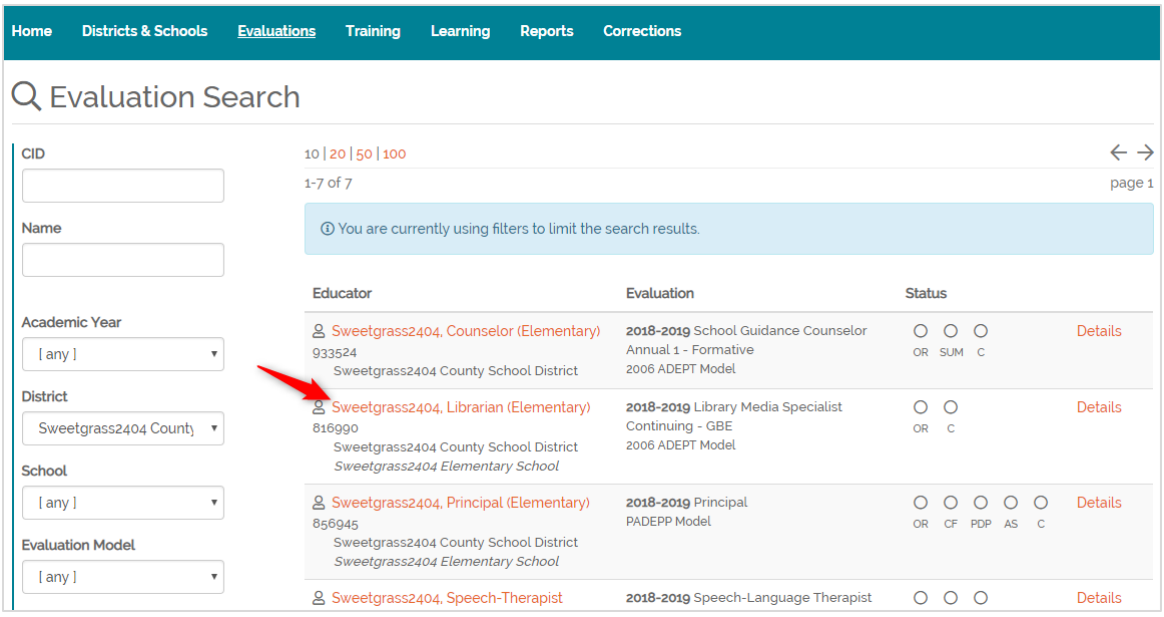
Professional learning can only be assigned to Principals by Superintendents or PADEPP administrators.

For educators undergoing ADEPT Evaluation, professional learning assigned from the educator's profile will also populate in the Student Growth & Professional Goals section of the evaluation for the current year.

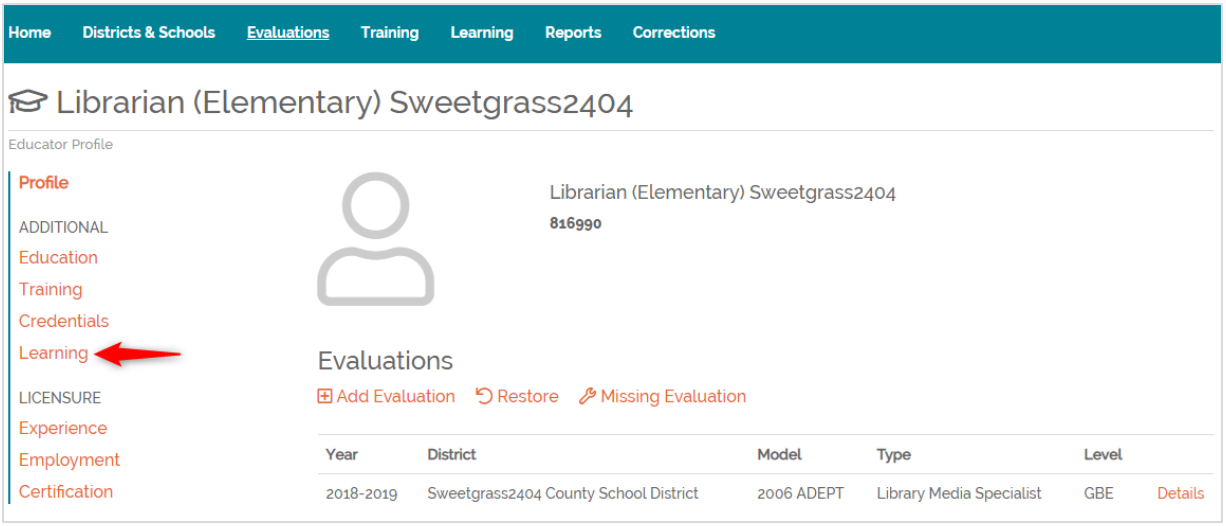
Step 1: Click ***Evaluations*** on the navigation menu bar.



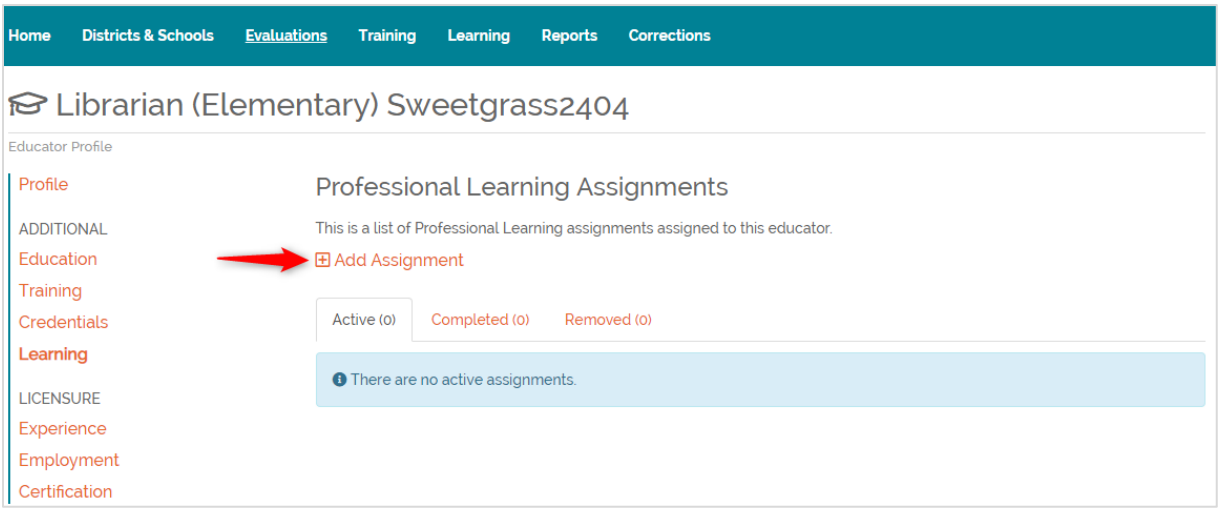
Step 2: Locate the educator and click his/her name to open the educator's profile.



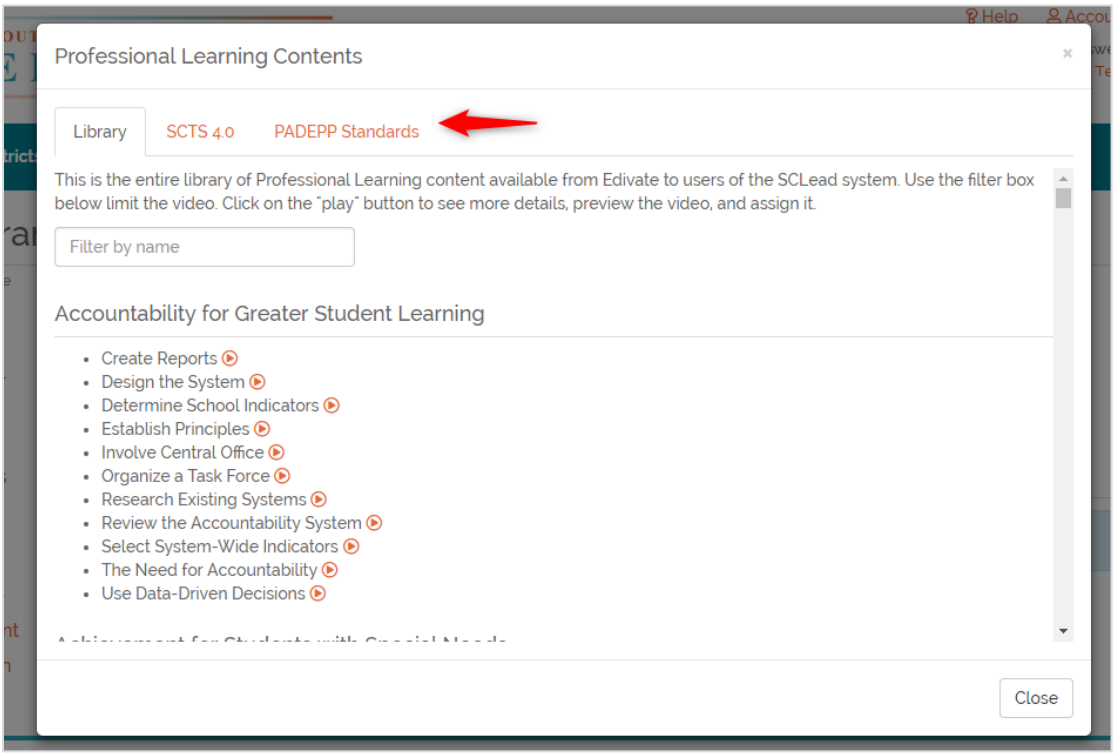
Step 3: Click ***Learning***.



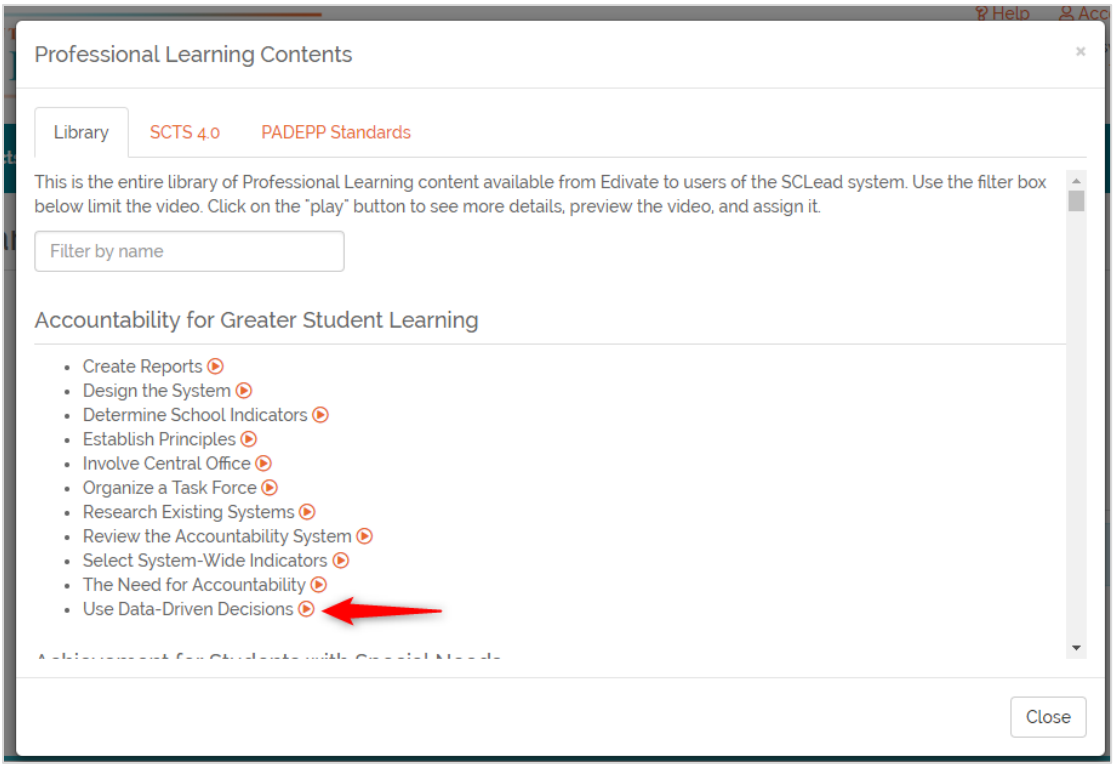
Step 4: Click ***Add Assignment***.



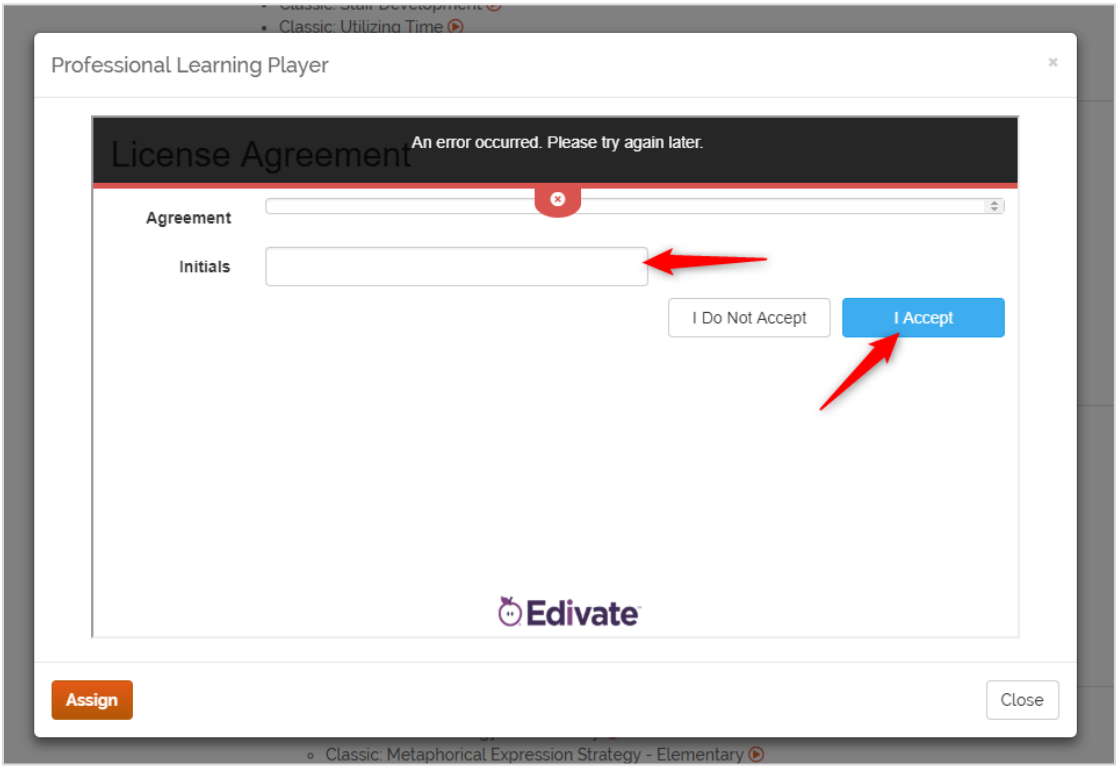
Step 5: A window will open to display the available professional learning content. The content is organized into three tabs. Click on the tab with the content you would like to review and assign. You may scroll or use the filter to help you narrow videos related to the topic you wish to assign.



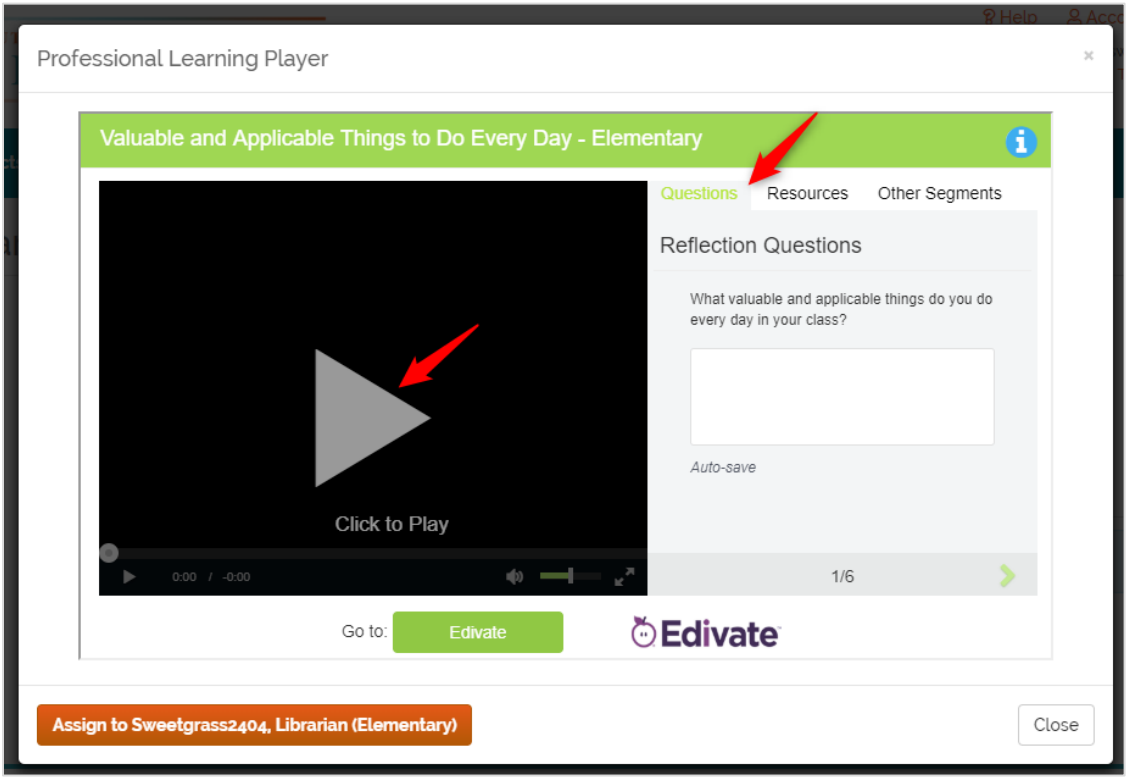
Step 6: Click the ***Play*** button to preview and assign the content.



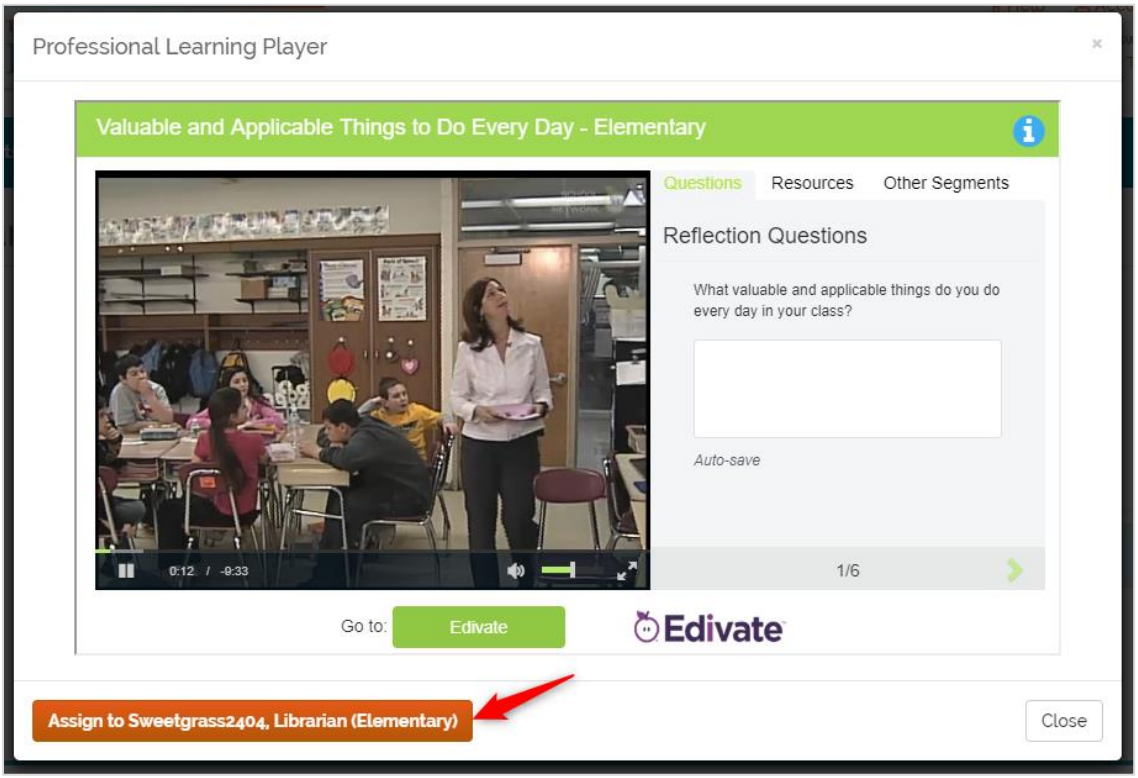
Note: *The first time you preview a learning video, the system will ask you to accept Edivate's license agreement. There will be an error message display. The error can be closed by clicking the "x", given it is not required. Enter your initials and click* ***I accept***.



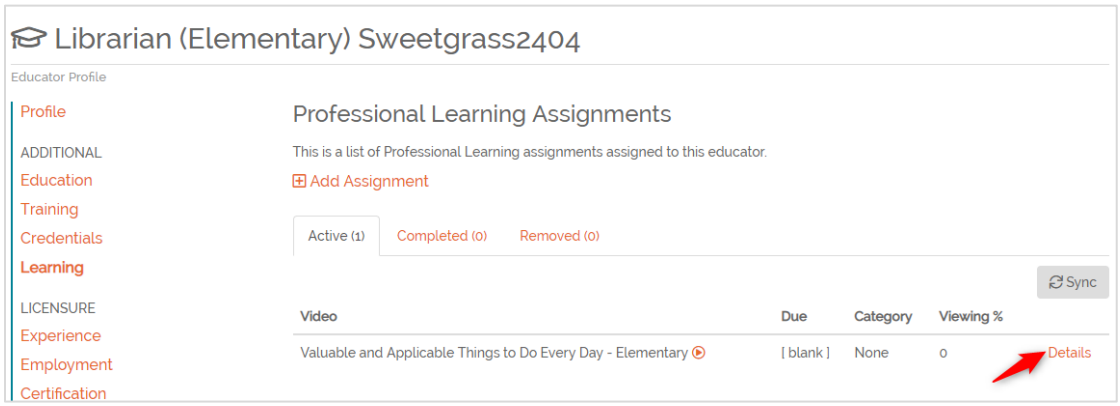
Step 7: Click in the video player to preview the video. You can also fast-forward, if needed. You can also review the reflection questions associated with the video.



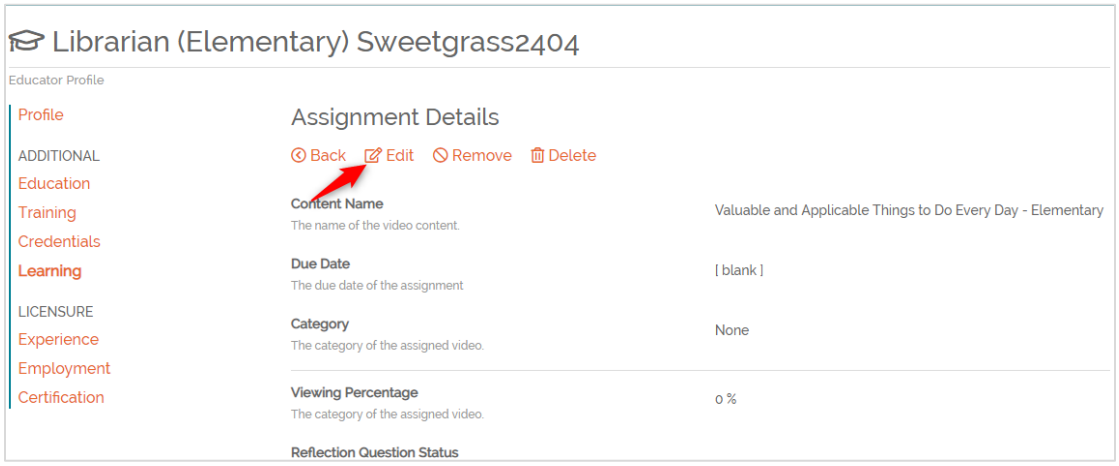
Step 8: Click ***Assign to*** [Educator's Name] at the bottom left of window to assign to the educator.



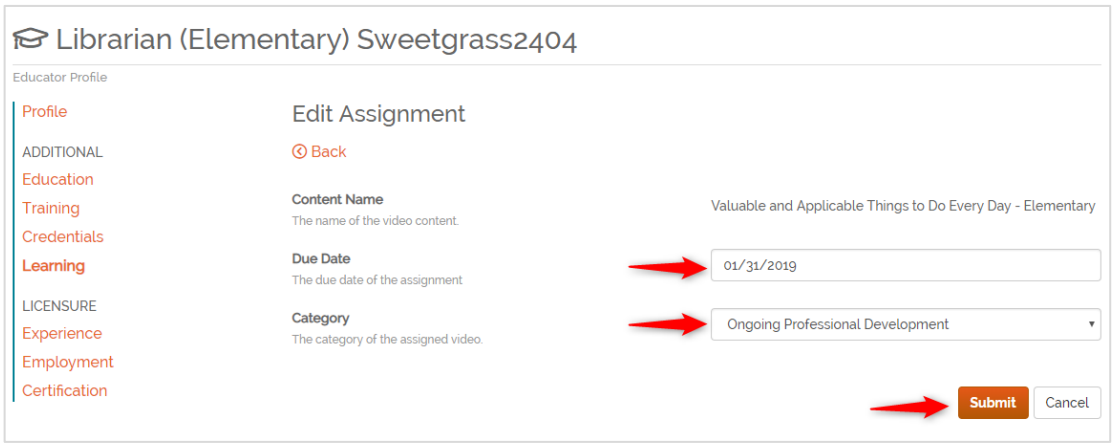
Step 9: The video has now been assigned to the educator. The assignment can be edited to add a due date, add a category or delete the assignment. Click ***Details*** to review/edit the assignment.



Step 10: Click ***Edit*** to add a due date and/or category.



Step 11: Select the ***Due Date***, ***Category*** and then click ***Submit.***

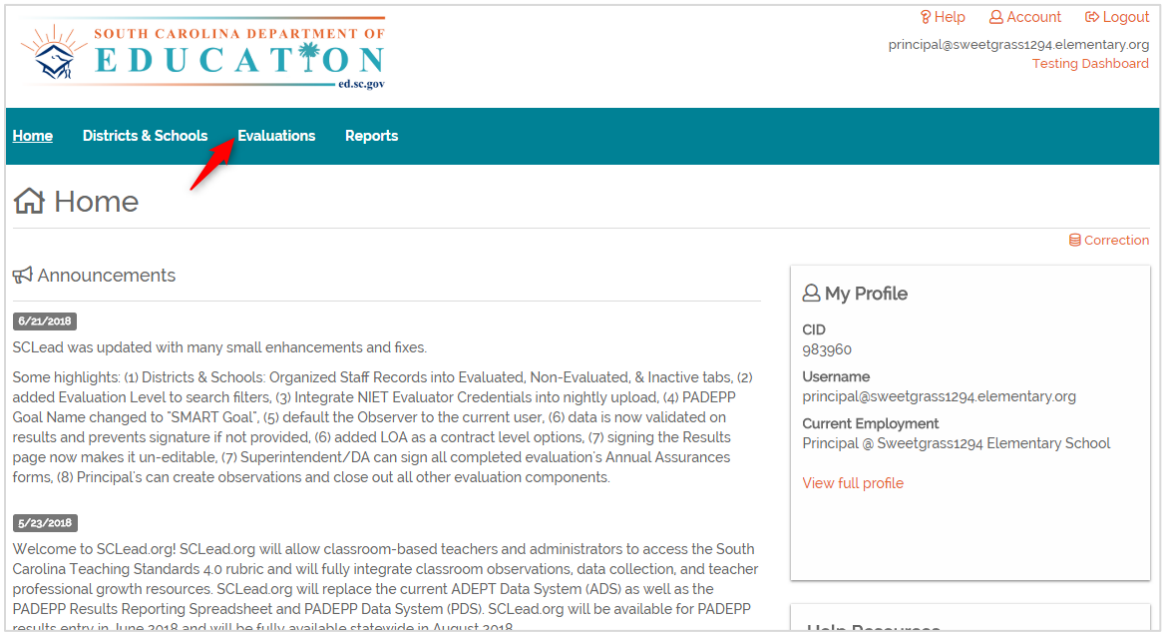


The professional learning video is available to the educator for completion.

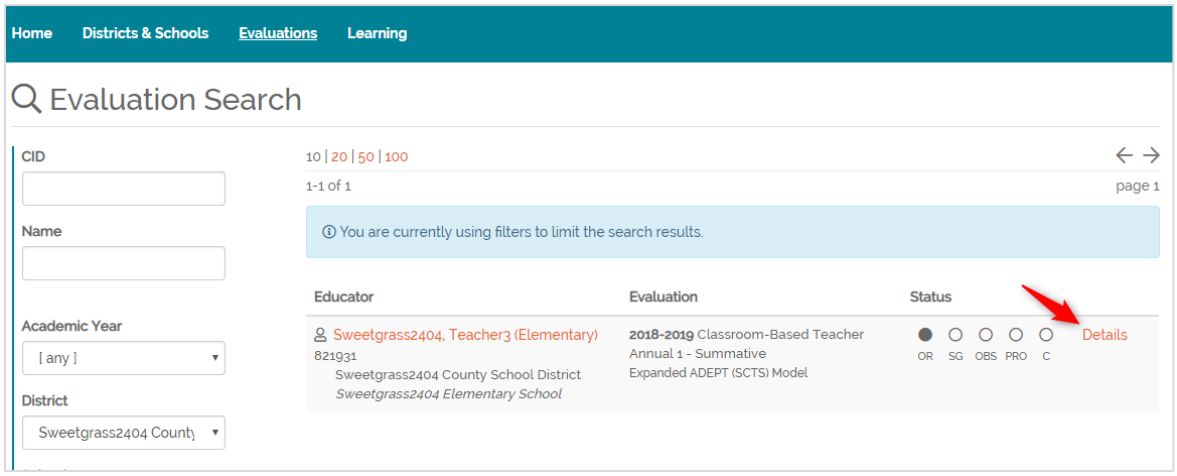
Assigning a Professional Learning Video Within an Observation

The principal or evaluator with permissions to view/complete observations can assign a professional learning video to an educator within the post-conference section of the observation. The professional learning options available within the observation will be filtered to those which apply to the selected reinforcement and refinement indicators.

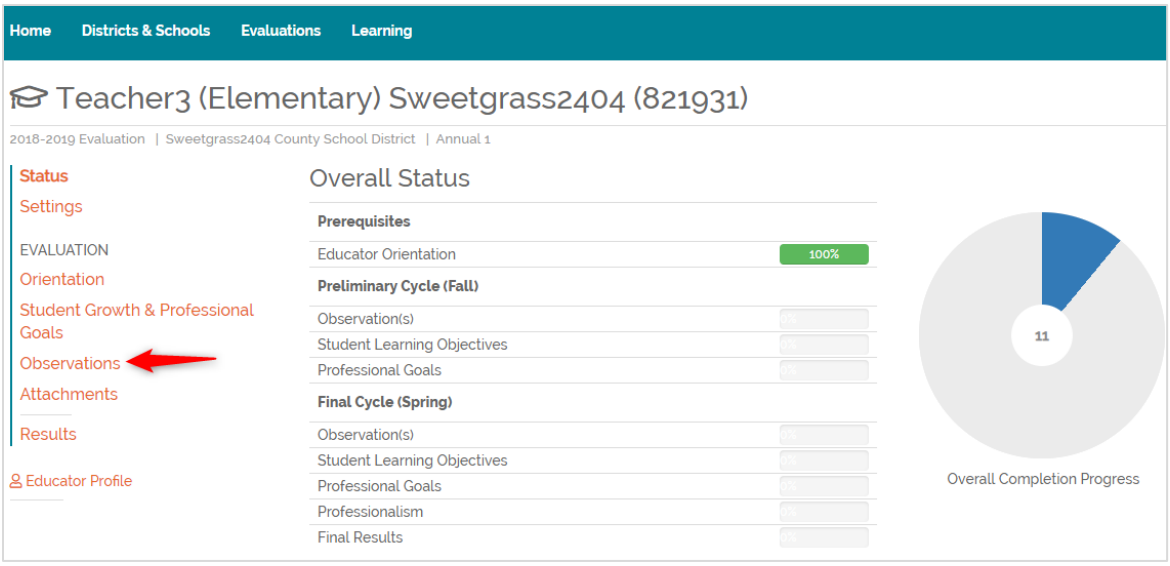
Step 1: Click ***Evaluations*** on the navigation menu bar.



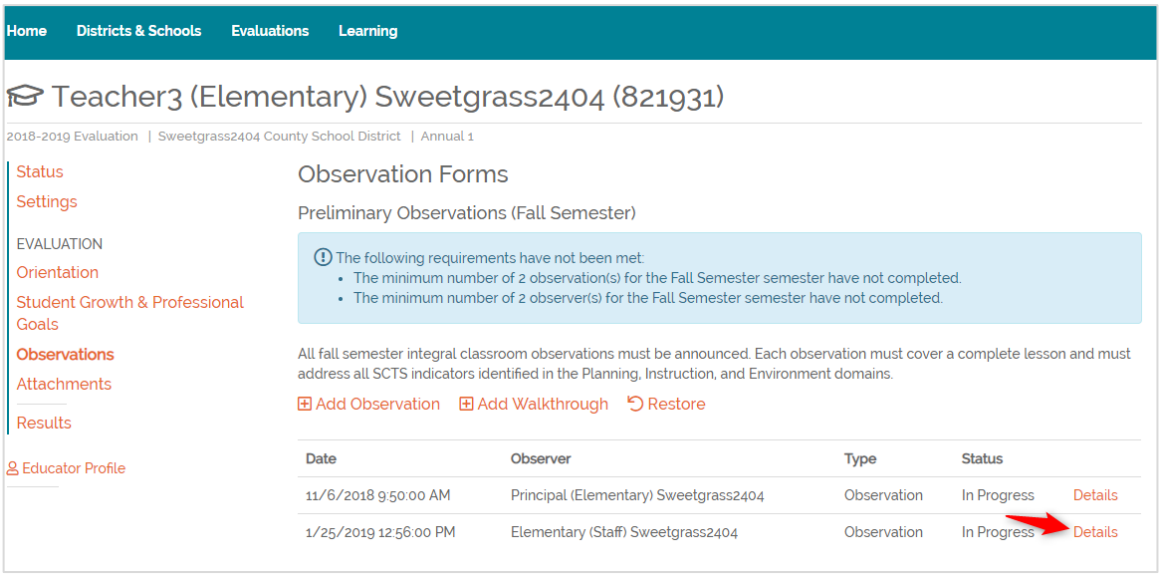
Step 2: Click ***Details*** to open the educator's evaluation record.



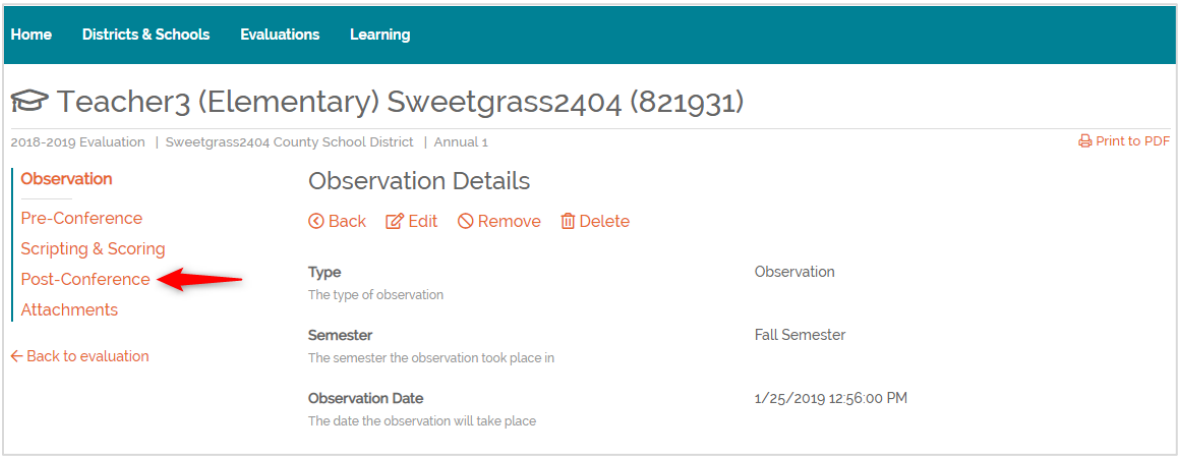
Step 3: Click ***Observations***.



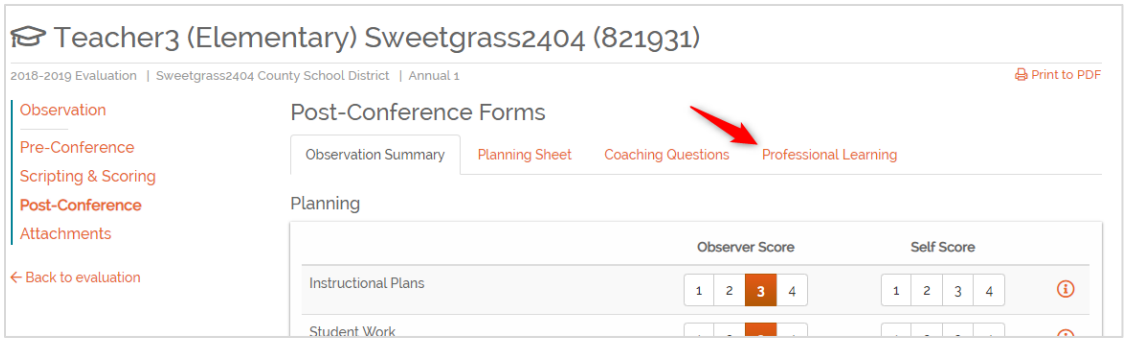
Step 4: Click ***Details*** for the observation.



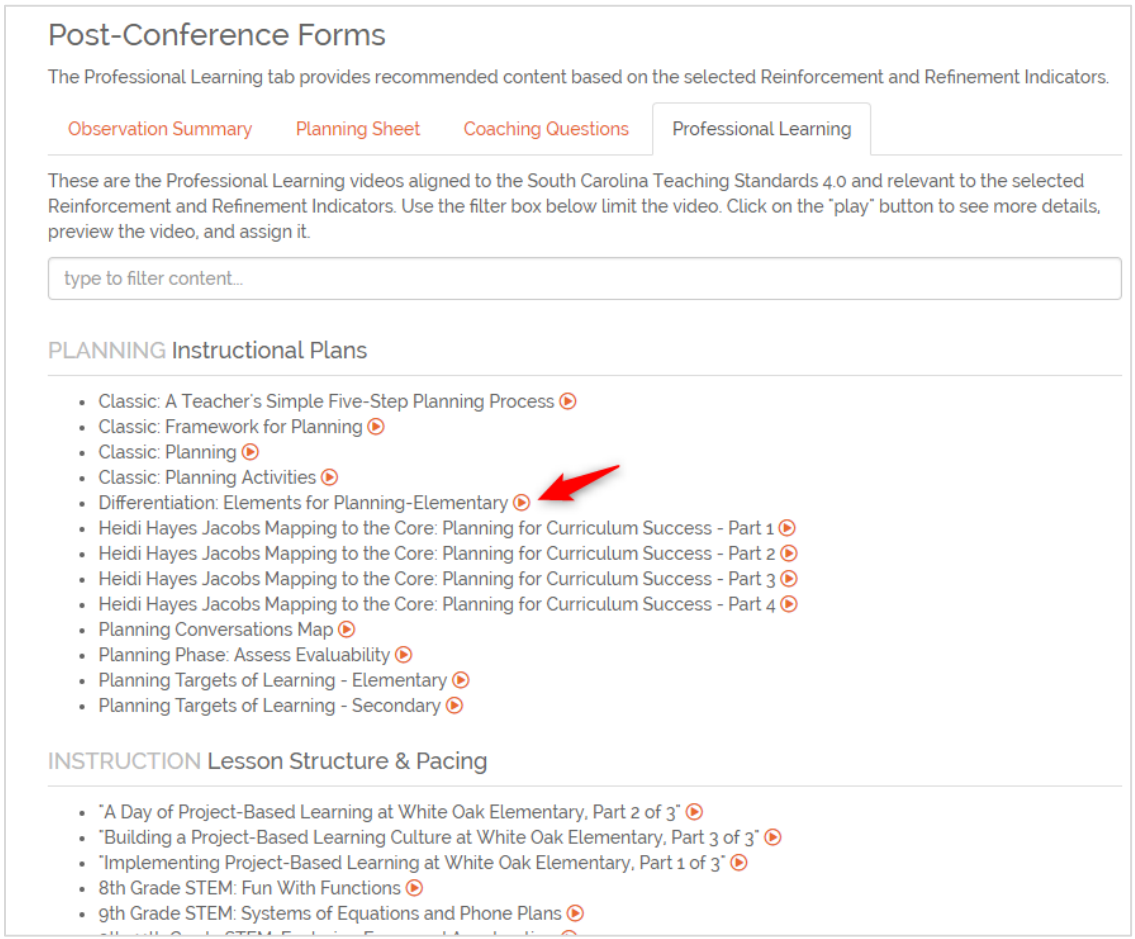
Step 5: Click ***Post Conference***.



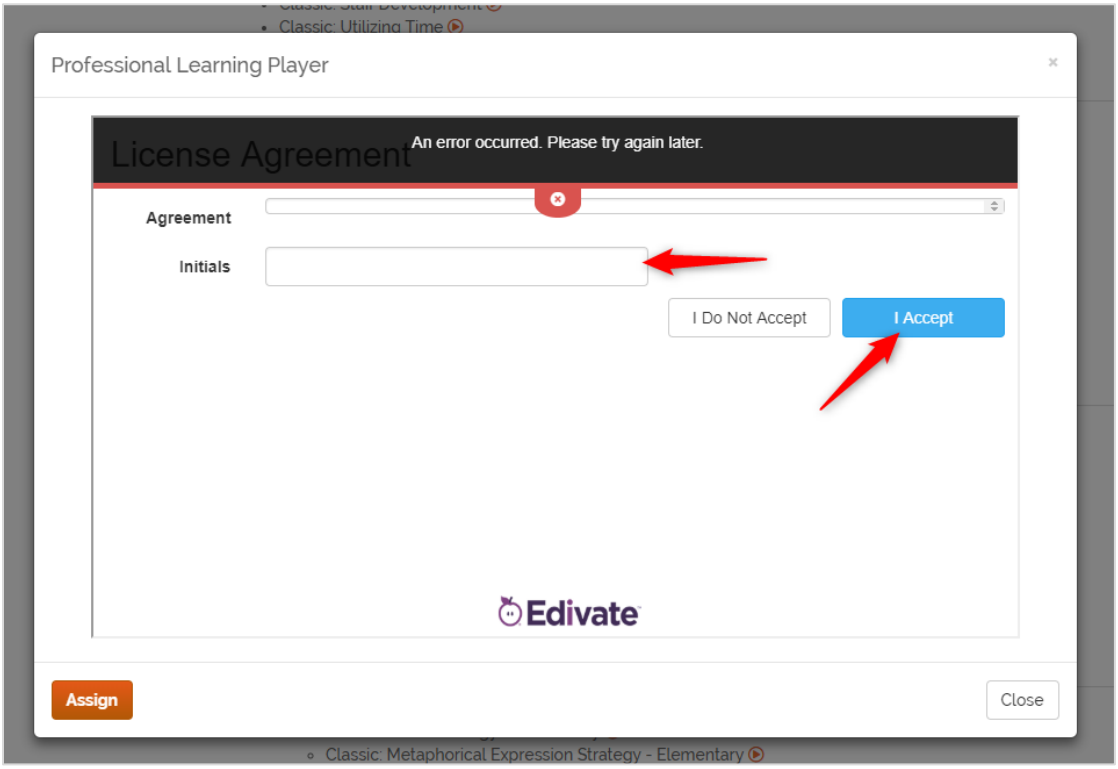
Step 6: Click ***Professional Learning***.



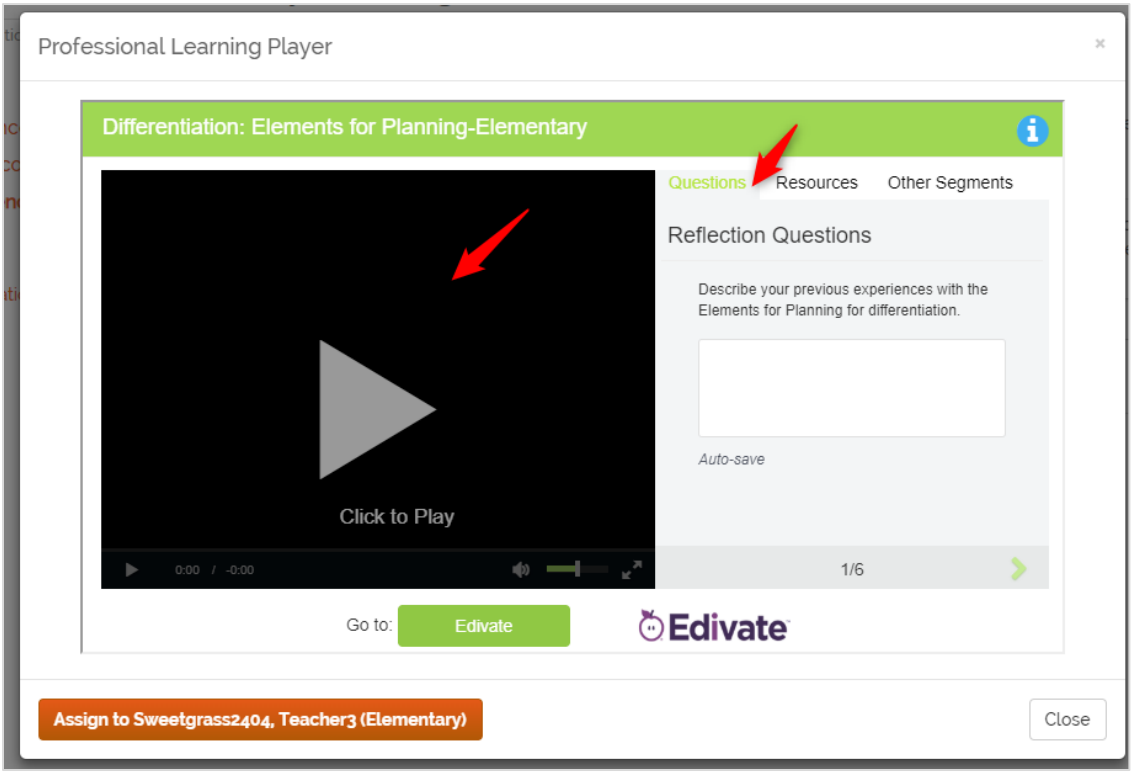
Step 7: Click the ***Play*** button next to the video to preview and assign the content. The content listed has been filtered to the reinforcement and refinement selected in the post conference form.



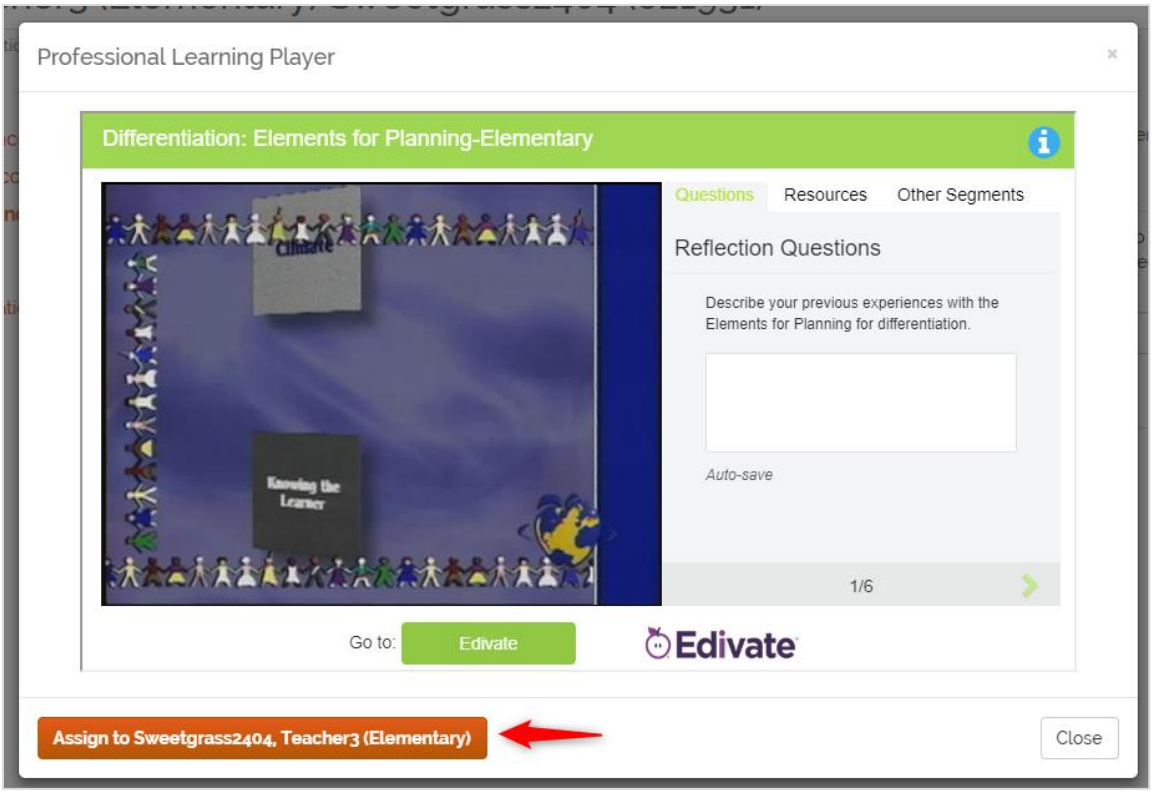
Note: *The first time you preview a learning video, the system will ask you to accept Edivate's license agreement. There will be an error message display. The error can be closed by clicking the "x", given it is not required. Enter your initials and click* ***I accept***.



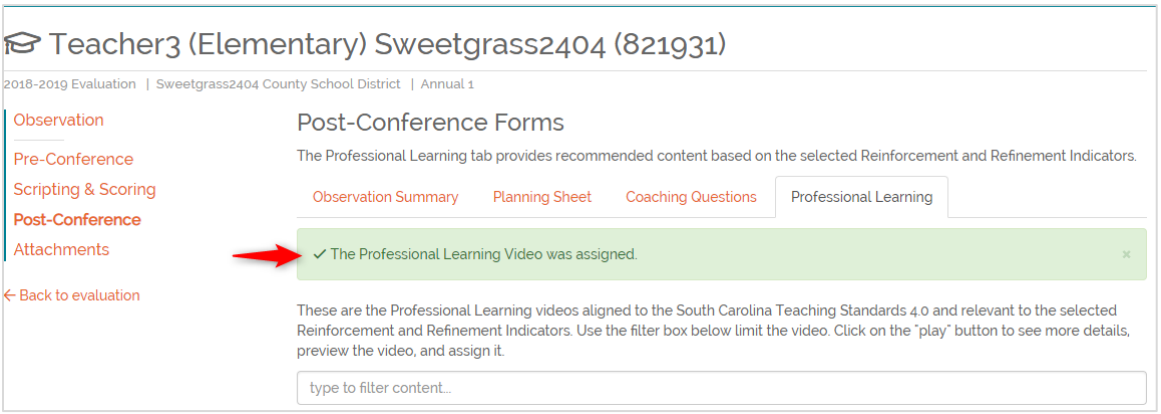
Step 8: Click in the video player to preview the video. You can also fast-forward, if needed. You can also review the reflection questions associated with the video.



Step 9: Click ***Assign to*** [Educator's Name] at the bottom left of window to assign to the educator.

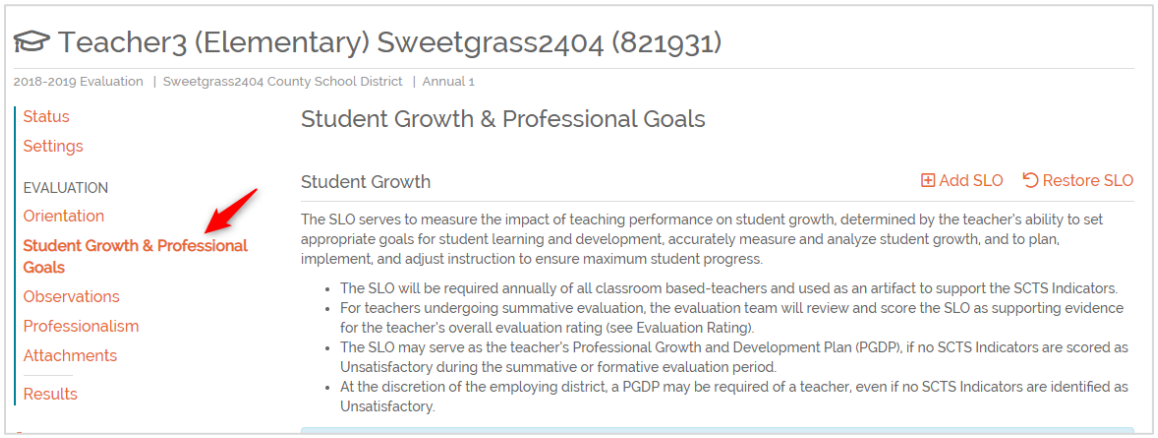


Step 10: The video has now been assigned to the educator. A confirmation message will be displayed.

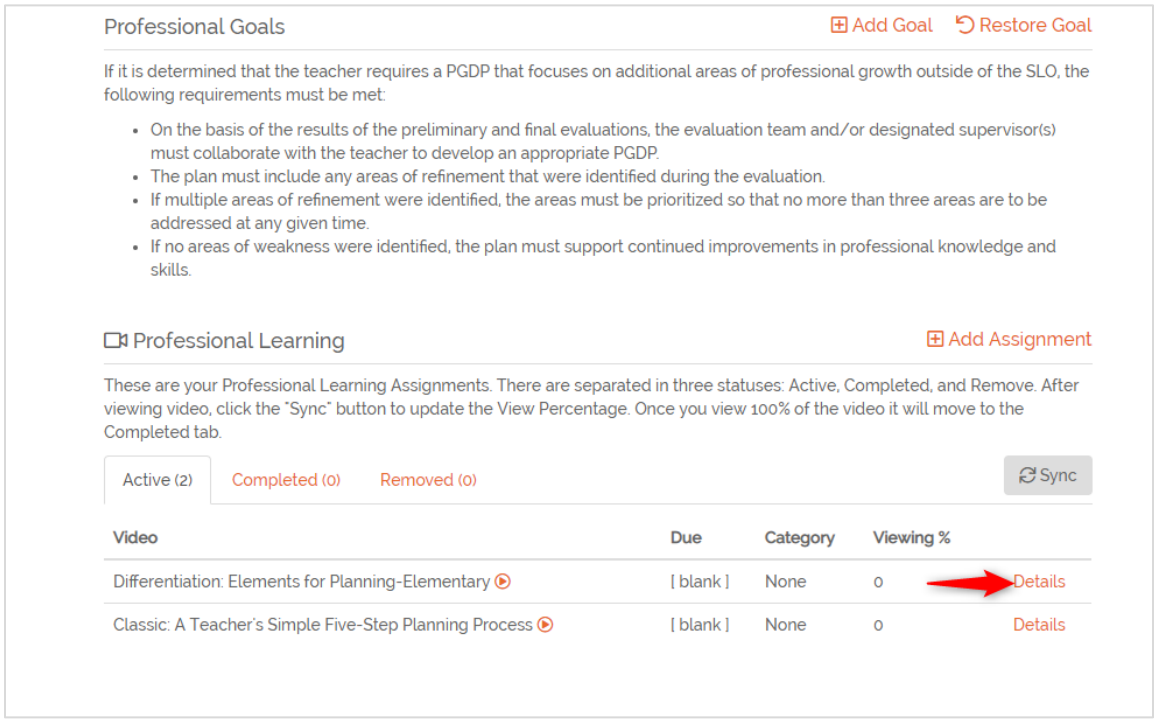


Step 11: To view the assignment and/or make edits such as adding a due date or category, go to ***Student Growth & Professional Goals***.

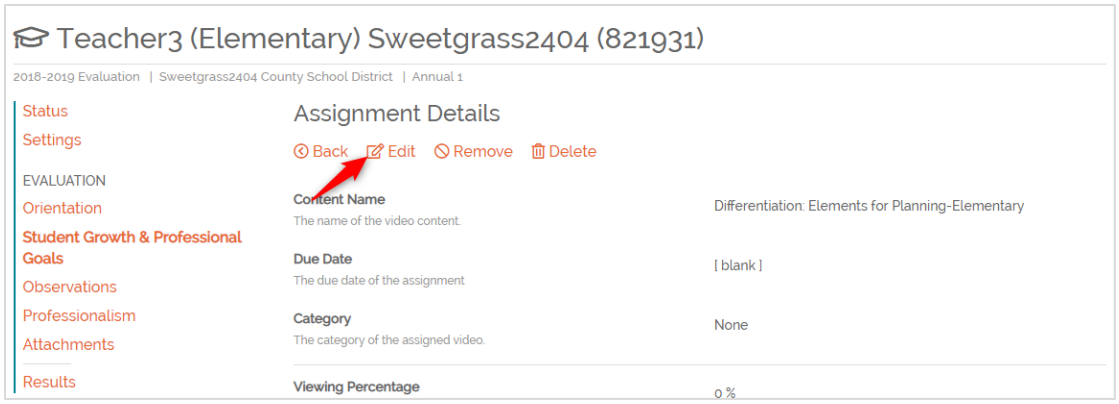
Note: *An evaluator will only be able to complete these steps if he/she has evaluation team permissions to view/edit Student Growth & Professional Goals.*



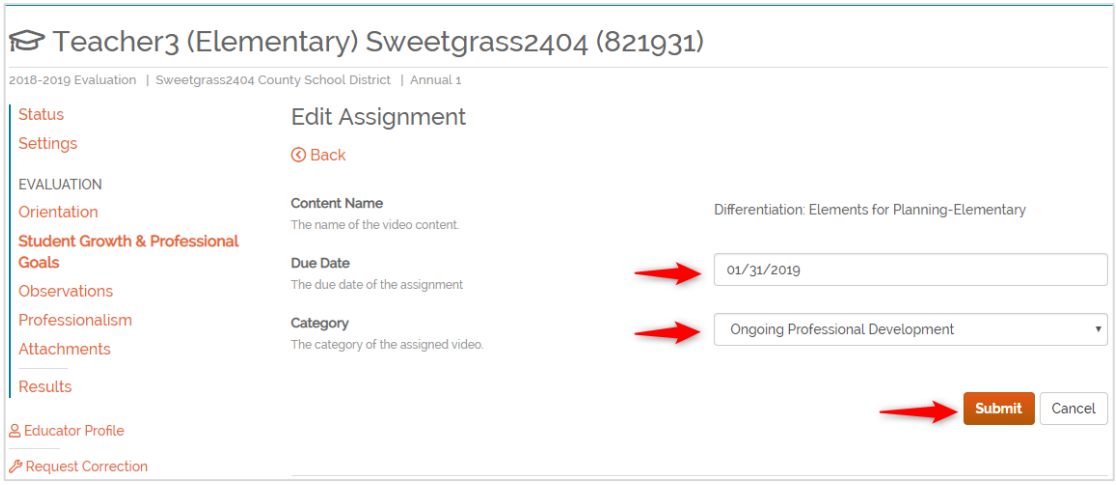
Step 12: The videos assigned will show in the ***Professional Learning*** section. Click ***Details*** to review/edit the assignment.



Step 13: Click ***Edit*** to add a due date and/or category.



Step 14: Select the ***Due Date***, ***Category*** and then click ***Submit.***

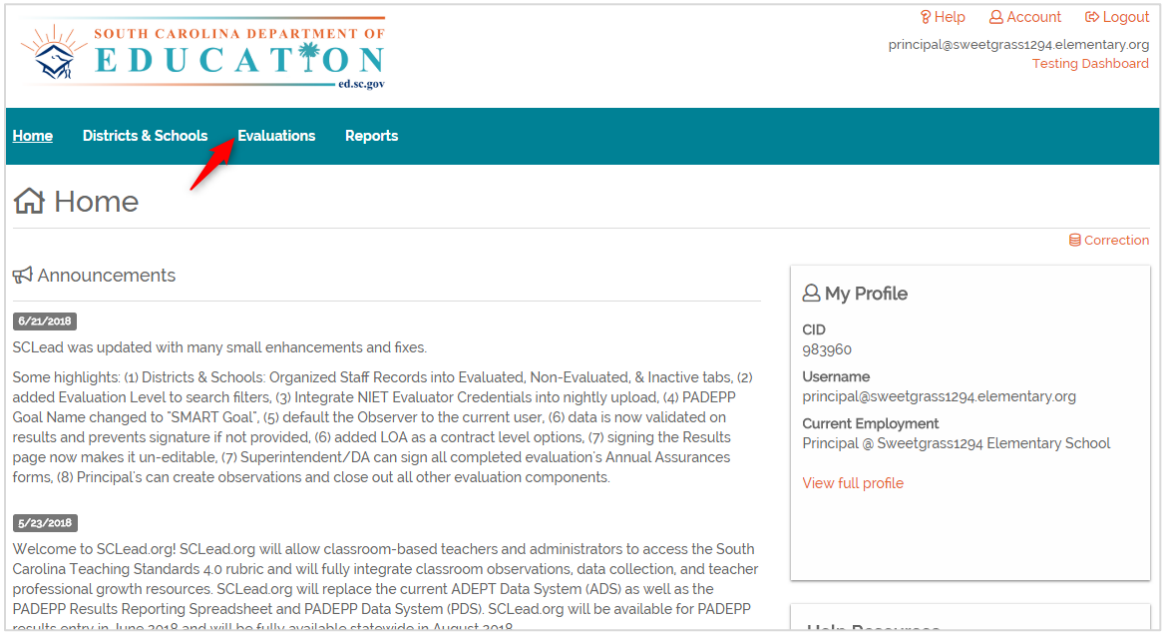


The professional learning video is available to the educator for completion.

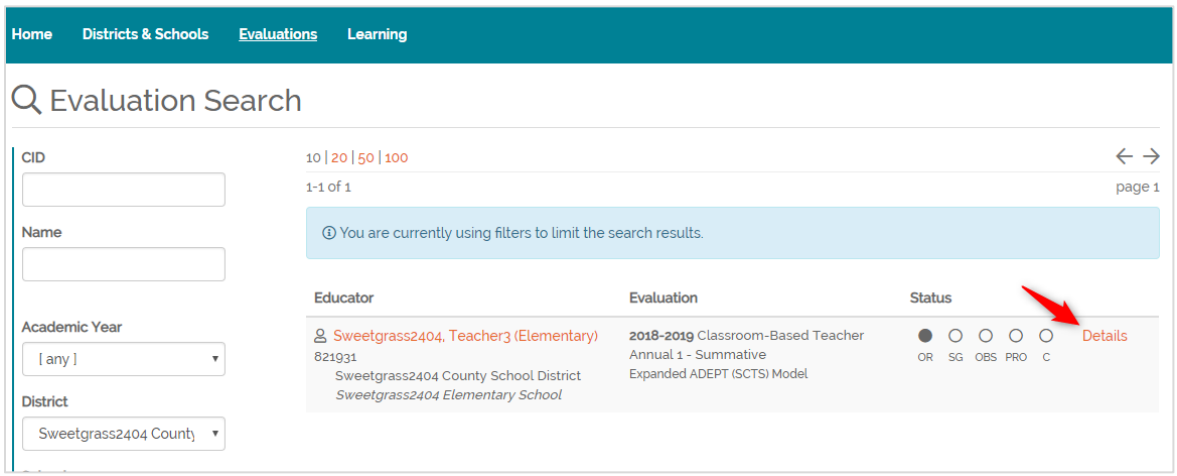
Assign Learning from Student Growth & Professional Goals

The principal or evaluator with permissions to the access Student Growth& Professional Goals can assign professional learning to an educator within the Student Growth & Professional Goals section of the evaluation.

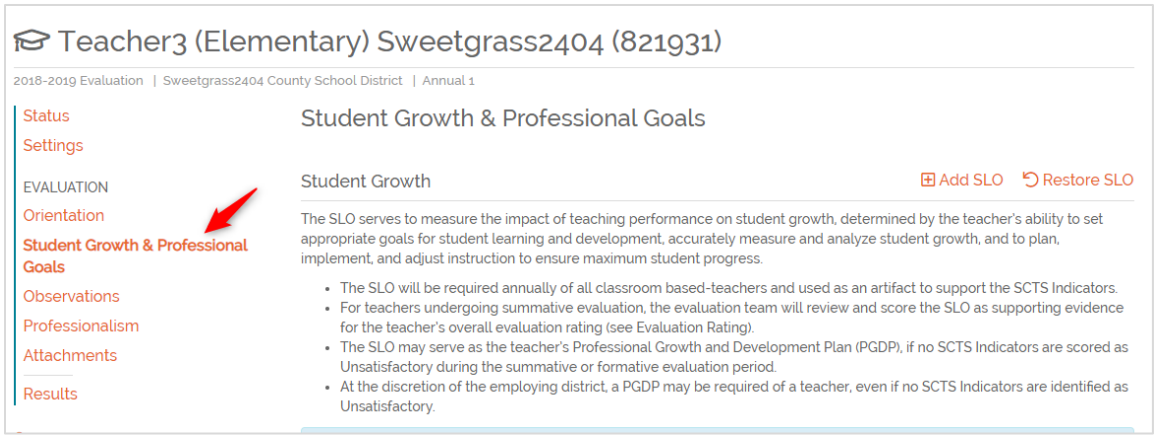
Step 1: Click ***Evaluations*** on the navigation menu bar.



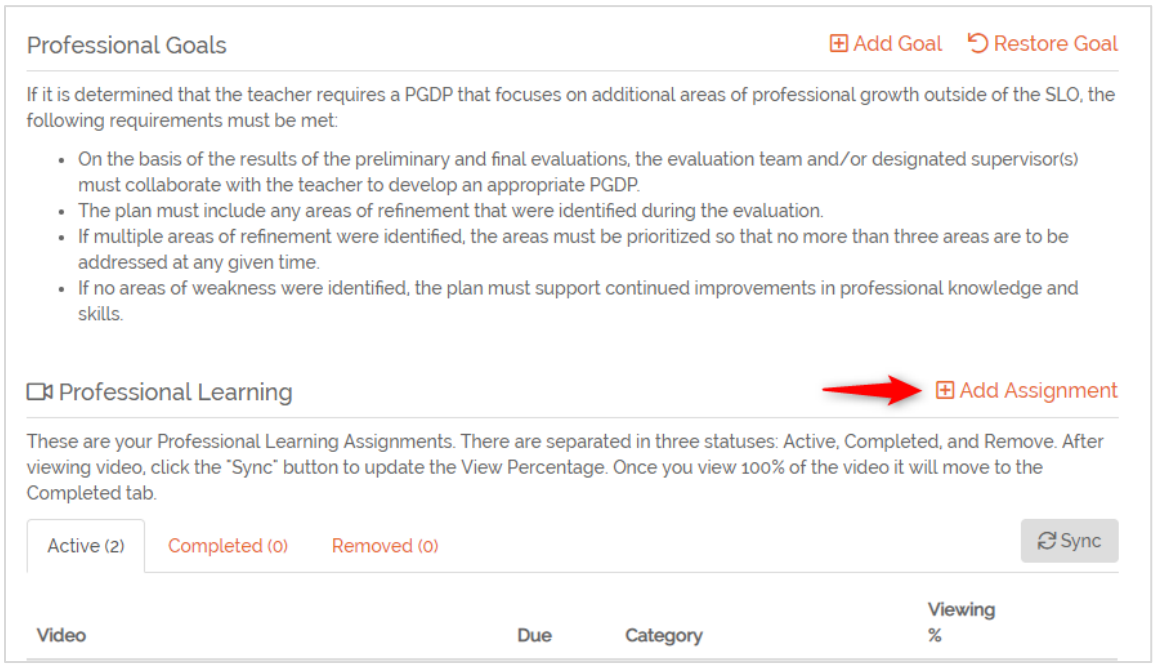
Step 2: Click ***Details*** to open the educator's evaluation.



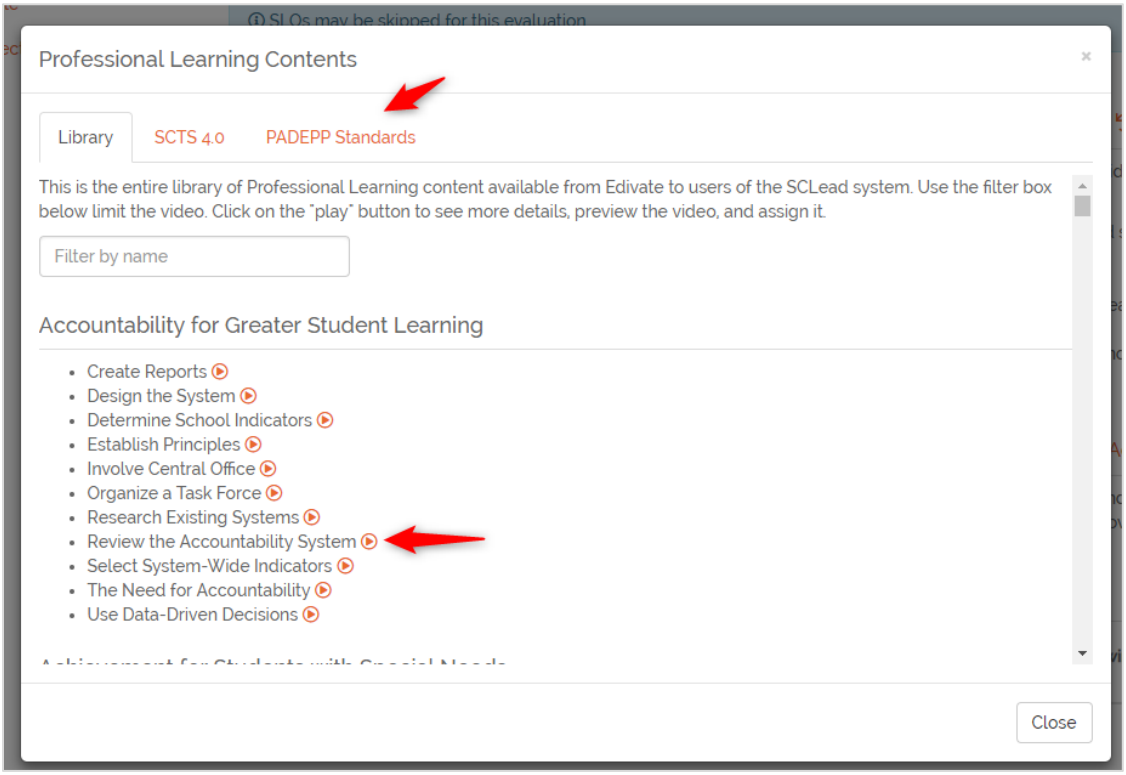
Step 3: Click ***Student Growth & Professional Goals***.



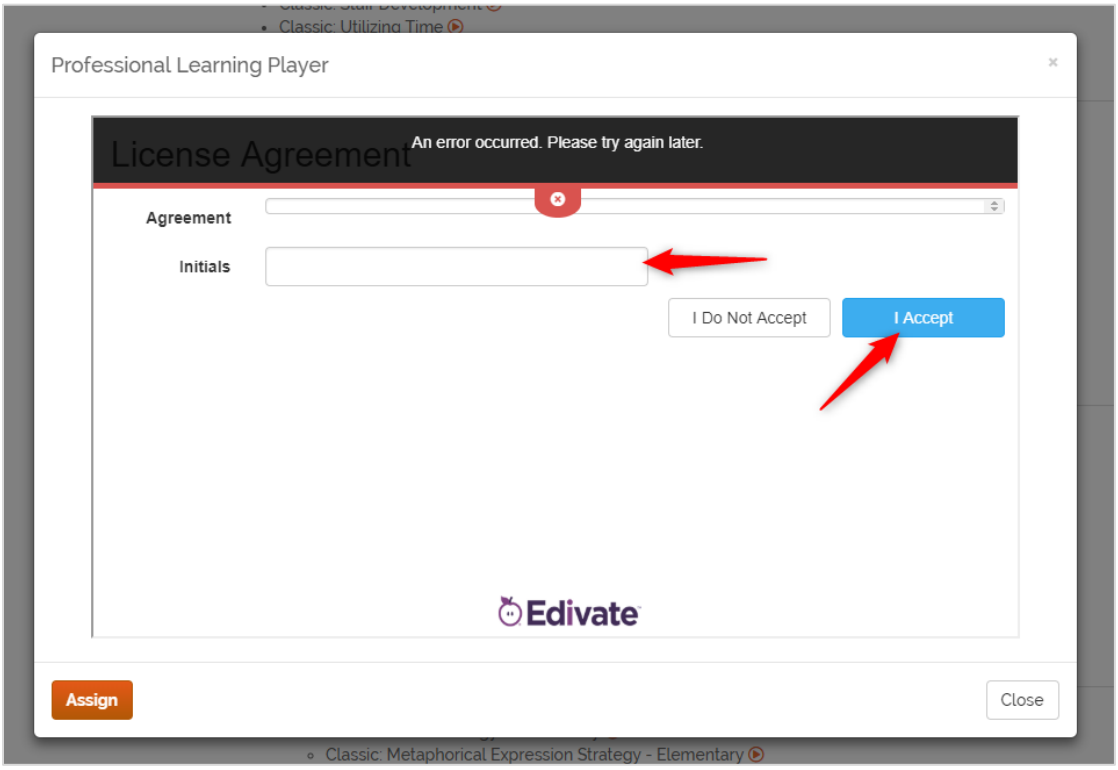
Step 4: Scroll to the Professional Learning section and click ***Add Assignment***.



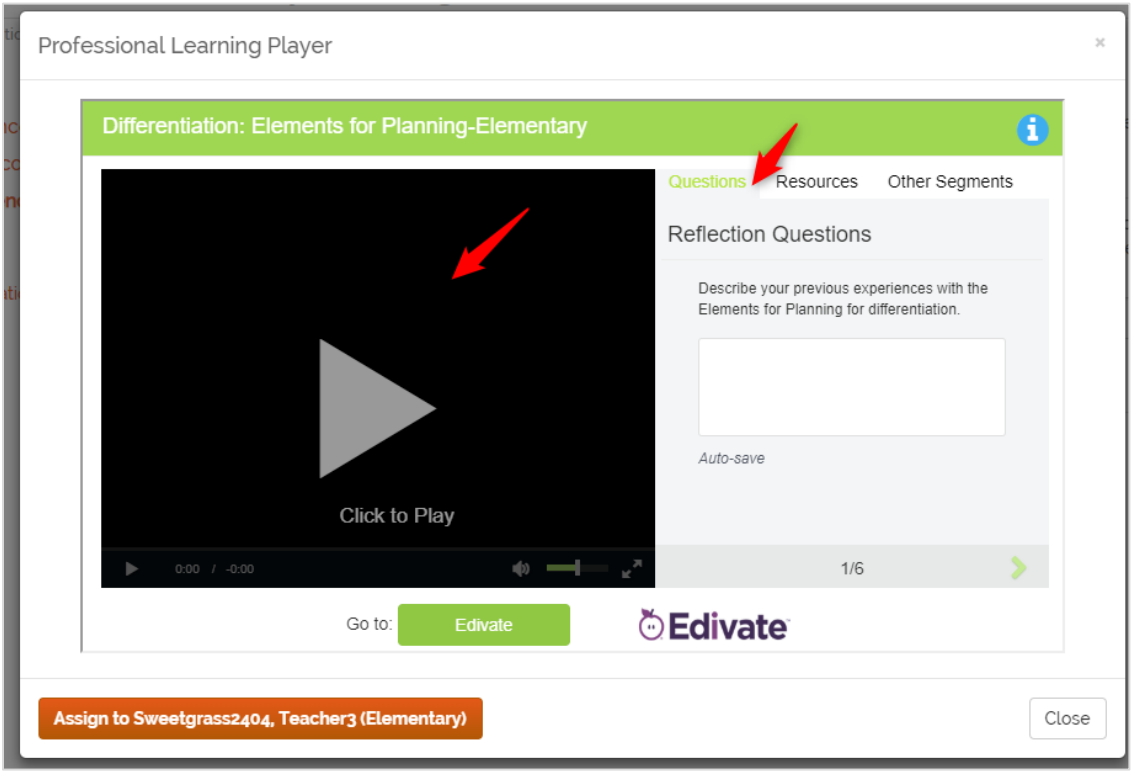
Step 5: Select the category (tab) for the content to be assigned. Click the ***Play*** button next to the video to preview and assign a video to an educator. You may scroll or use the filter to help you narrow videos related to the topic you wish to assign.



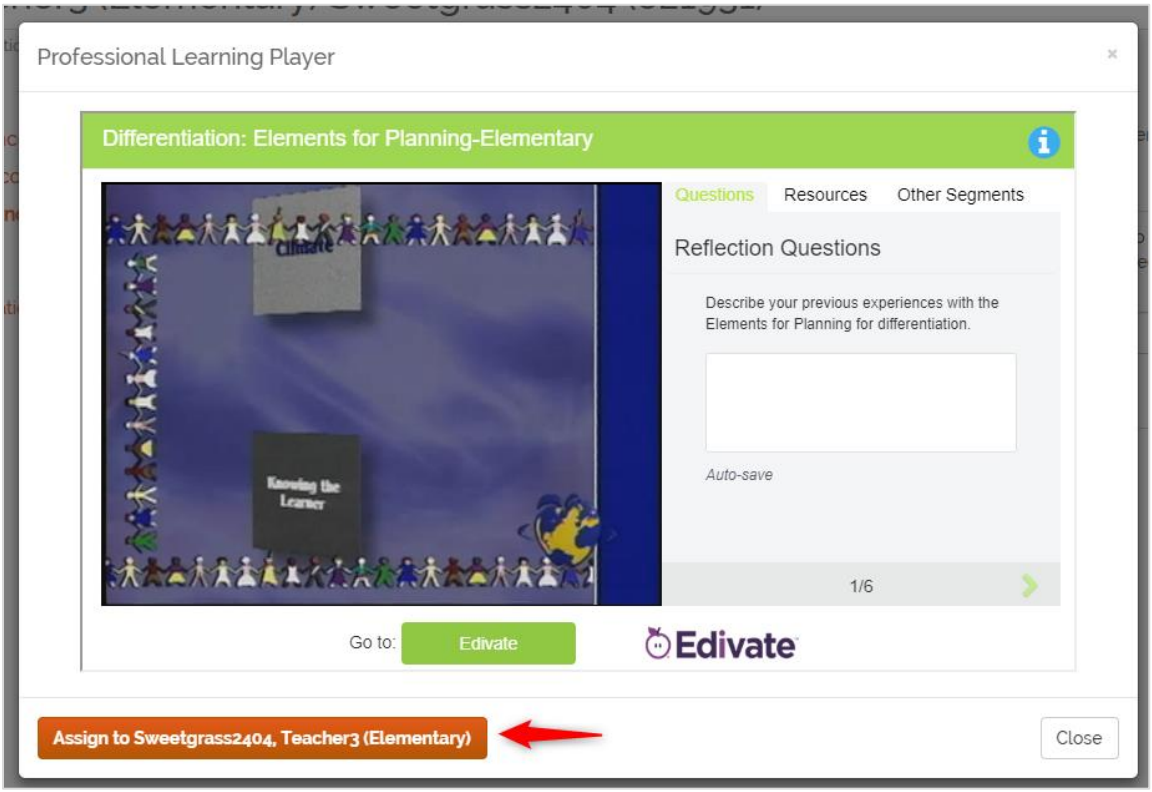
Note: *The first time you preview a learning video, the system will ask you to accept Edivate's license agreement. There will be an error message display. The error can be closed by clicking the "x", given it is not required. Enter your initials and click* ***I accept****.*



Step 6: Click in the video player to preview the video. You can also fast-forward if needed. You can also review the reflection questions associated with the video.

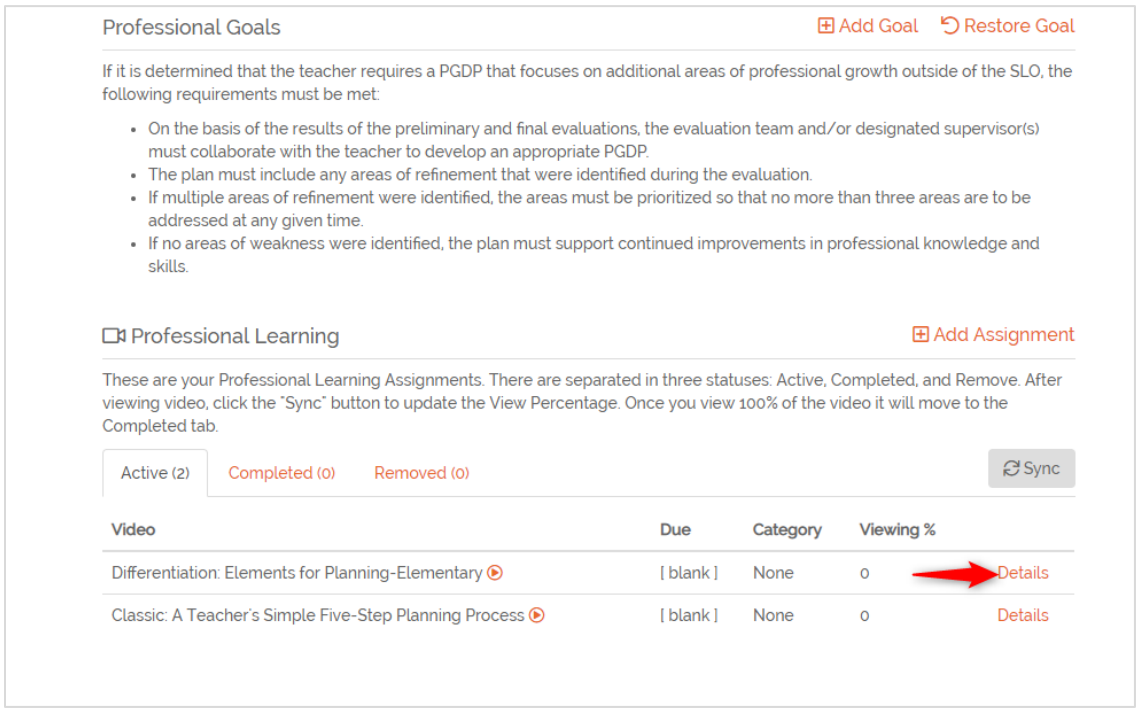


Step 7: Click ***Assign to*** [Educator's Name] at the bottom left of window to assign to the educator.



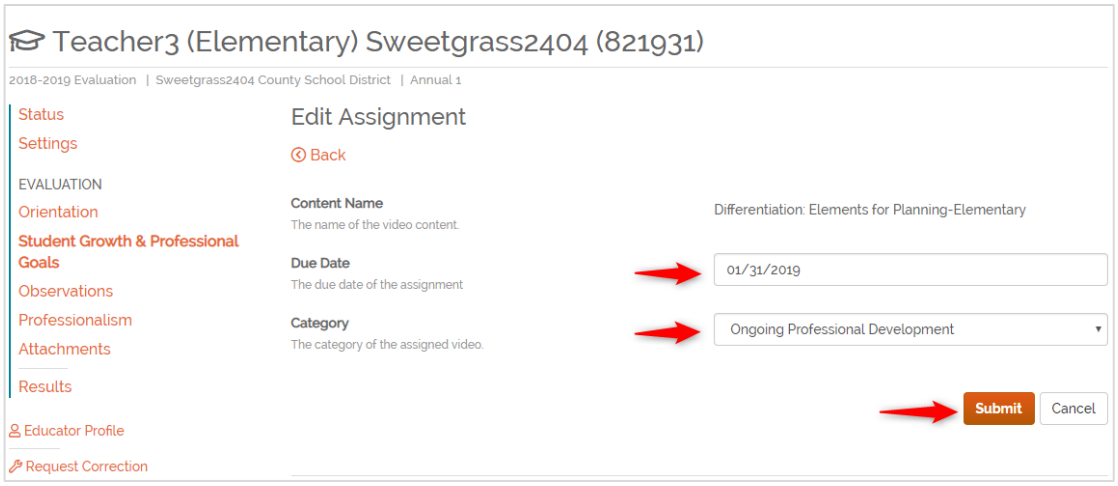
Step 8: The video has now been assigned to the educator. A confirmation message will be displayed.

Step 9: The videos assigned will show in the ***Professional Learning*** section. Click ***Details*** to review/edit the assignment.



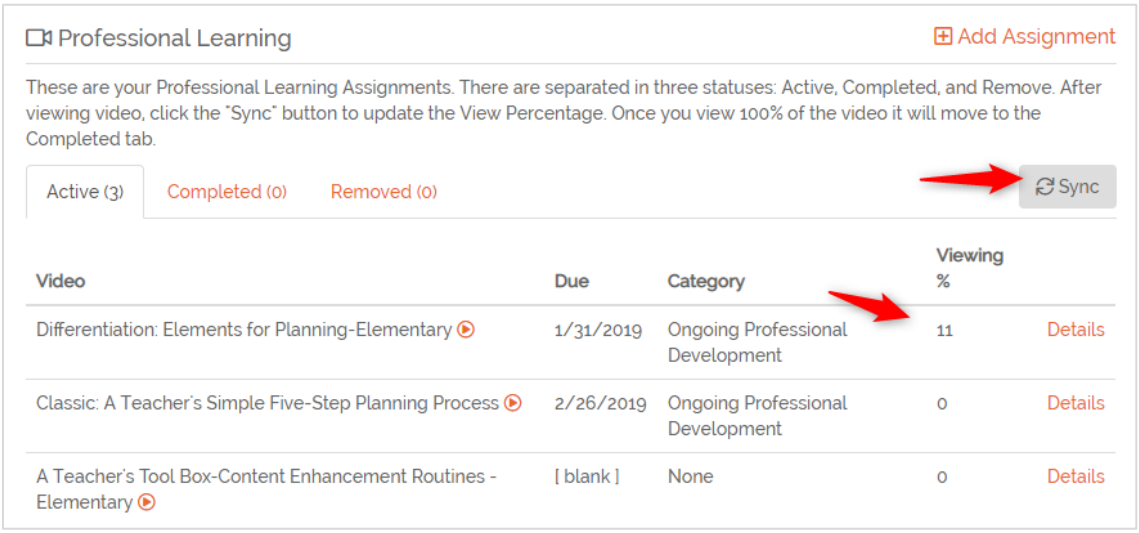
Step 10: Click ***Edit*** to add a due date and/or category.

Step 11: Select the ***Due Date***, ***Category*** and then click ***Submit.***



The professional learning video is available to the educator for completion.

Note: *The viewing status of the professional learning task is updated as the educator completes the activity. Click* **Sync** *to refresh the status of the assignment.*



Contact SCLead.org support if you have problems assigning professional learning.

1-877-314-1412 or https://sclead.org/Help/Support.